



AR Division Newsletter

Vol: 2-11 (Apr-May)

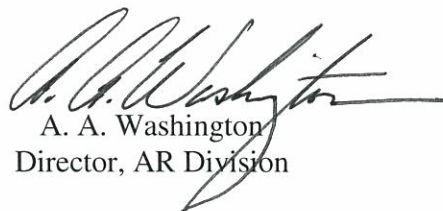
Greetings,

Many thanks to those AR Division Marines, Civilians and Contractors who made our transition from the Annex to the Pentagon as seamless and trouble-free as possible. A number of our ARH Branch (HROM) personnel remain in the Annex until the August-September timeframe when they will relocate to the Arlington Service Facility on South Courthouse Road---a portion of these personnel (TBD) will move to the Pentagon in April to give onsite assistance to our HQMC customers.

As we begin a new chapter in AR Division history within the Pentagon, I want to remind everyone that our reason for working/serving here remains: to provide the best possible support on behalf of the Marines and Civilians serving in the field and our Commandant and the Departments and staff agencies within HQMC. We now have the opportunity to improve the level and quality of service to many of our customers who now are residing next to us each day---let's take advantage of this new time and place!

Enjoy the Spring weather---during this period of transition, also please feel free to stop by the front office (2C253) for a view of the Director's new office.

Sincerely,


A. A. Washington
Director, AR Division

AR Division "Ask the Director"

To provide outstanding customer service and communication, AR Division (AR Div) employees can submit anonymous or by name comments, feedback and questions to the Director by accessing the AR Div web site at:

<http://hqinet001.hqmc.usmc.mil/ar/ARDIV/index.htm>.

Click the link entitled "Click here to ask the Director". Fill out the form and click "Submit Your Questions", at the bottom of the form.

Ambassador of Quality Award (AOQ) Program

Nominations for the Ambassador of Quality Award for the 2nd Quarter FY11 are due to AR Division no later than 15 April 2011. The next AOQ Award ceremony will be held on 10 May 2011, at the Henderson Hall Theater. For more information contact Mrs. Ellen Nix, AR Div, 703-614-7863, ellen.nix@usmc.mil.

Community of Interest Program

The Communities of Interest (COI) are chartered by the Commandant to increase opportunities for professional development, networking, career path templates to assist with career development and information sharing throughout the civilian workforce. The COI's support the execution of the Civilian Workforce Campaign (CWCP), Civilian career groups are identified by series in 20 Marine Corps COIs. (For more information, visit www.manpower.usmc.mil). For more information contact Mrs. Ellen Nix, AR Div, 703-614-7863, ellen.nix@usmc.mil.

Security Coordinator

Mr. Steven Collier is the Security Coordinator for AR Div, GySgt Melendez is the Security Assistant. Reminder: On-line Security Training is an annual requirement that must be completed by 31 Dec 2011. Completion certificates should be e-mailed to Mr. Henry James.

<http://hqinet001.hqmc.usmc.mil/ar/ARS/Marine%20Security/launchPage.htm>

Parking Rep

All Temporary Parking Clearance Request Forms for the Navy Annex (FOB2) and the Pentagon must be e-mailed no later than 1530 the day prior to the desired parking date to GySgt Melendez.

Emergency Escape Mask (EEM) Coordinator

All personnel must turn in their EEM prior to departing AR Div. New personnel joining AR Div must attend EEM training. The next class will be held on 11 April 2011 in the CMC Theater (at the Annex), at 0900. EEM training at the Pentagon, takes place in the Pentagon Library. Please contact with Mr. Henry James for initial or refresher training.

Government Travel Card

The Fiscal Branch continues to work on delinquent Citibank accounts. Daily coordination with HQMC Level 4 Agency Program Coordinators (APC) ensure immediate action is taken to resolve any issues.

Fiscal Branch (ARF)

Senior Financial Managers Seminar

The head, ARF Fiscal attended the Annual Senior Financial Managers Seminar during 4-6 April 2011 in Mayport, Florida. The seminar is held annually to share and discuss current financial issues.

Defense Travel System (DTS)

ARF Branch personnel will be attending the DTS Connect 2011 Seminar, 18–21 April 2011 for travel managers and administrators. The 2011 Seminar is intended to develop functional knowledge, as well as create awareness of emerging trends and educate DOD's travel community on the ever changing Defense travel environment.

American Society of Military Comptrollers (ASMC)

ARF Branch personnel will be attending the American Society of Military Comptrollers, National Professional Development Institute (PDI) 2011, 31 May – 3 June 2011 in Minneapolis, Minnesota. The conference theme this year is Navigating Financial Excellence, receiving program information in an educational setting, providing current information and the opportunity to obtain financial certification.

Publication and Logistics Management Branch (ARD)

Significant Events

The below agency final move dates for Headquarters, Marine Corps to the Pentagon are scheduled.

-	11 Apr	Intel
TBD	Apr	HROM

Activities moving to the Naval Support Facility - Arlington (NSF-A) are slated for the August 2011.

Awards

Congratulations to Sgt. Tanner Iskra for winning the Military Videographer of the Year 2010 for Editing while attending the Defense Information School in Fort Meade, MD. Sgt. Iskra won First Place to earn the award among the Joint Services school.

Hail

Mr. Brian Ferguson
CTR Marsha Garcia
CTR Stephanie Algarin

Farewell

Cpl Jeremy Eroh (PCS)
Cpl Allen McLain (PCS)
Sgt Joshua Miller (EAS)
Sgt Michael Winter (EAS)
Sgt Douglas Winzell (EAS)
CTR Phillip Nichols
CTR Alexandra Wanga
CTR Linda Wright

Promotions

Sgt Doryus Jones has been selected for promotion to the rank of Staff Sergeant

Farewell

Kimberly Blackman who accepted a position at National Labor Review Board.
Cisy Newman who accepted a position at Department of the Army.
Susanna Havens who accepted a job at NCIS.

Congratulations

Brett Levanto & Laruen Lafaye on your promotions.

Information Systems Management Branch (ARI)

Awards

- Congratulations to Sgt Joshua Baker, Sgt Doryus Jones, Sgt Kevin Kelly, Cpl Orlando Munoz, Cpl Mark Pierce and Mr. Noe Huerta on receiving Letters of Appreciation from the Commandant of the Marine Corps!
- Congratulations to Sgt Douglas Winzell and Cpl Mark Pierce on receiving Meritorious Mast for outstanding performance while restoring critical network services after an outage!

Training

- Sgt Doryus Jones has been selected for promotion to the rank of Staff Sergeant, and is currently attending the Staff Noncommissioned Officers Academy Career Course aboard Quantico. The Career Course helps equip Staff Sergeants with the necessary tools to excel within the senior enlisted ranks.
- Cpl Orlando Munoz is currently attending the Corporals Course provided by Headquarters and Service Battalion aboard Henderson Hall. The Corporals Course is a three-week training evolution focused on helping noncommissioned officers develop their leadership skills at the small unit level.
- Cpl Paul D'Amico II and LCpl Kolton Lark are currently attending the six-week Microsoft Certified Systems Administrator (MCSA) Course hosted by the II MEF Communication Training Center (CTC) aboard Camp Lejeune. MCSA training and certification will dramatically enhance the technical proficiency of these two IT Marines.

Information

- For communications issues within HQMC, the ARI Help Desk can be contacted at 703-614-1721/1723 and 703-695-1725.
- Last year ARI personnel joined together to form the running team "Two Foot Onions" to compete in the 35th Marine Corps Marathon. They did an amazing job and raised over \$18,000 for the Injured Marine Semper Fi Fund Organization. Motivated by last year's success, ARI personnel are once again joining together to form a running team for this year's Marathon!

Human Resources and Organizational Management Branch (ARH)

HR Related News

The mandatory progress reviews under the Interim Performance Management System must be completed by 15 April 2011. Please be sure to solicit employee self assessments for the progress review. Questions may be directed to your Employee Management Advisory Services (EMAS) advisor at the Navy Annex, Nikki Davis, 703-614-1910.

EEO Training

25 Apr 11, 0830-1130 & 1230-1530 Conference Room B10 at the Pentagon Conference Center
26 Apr 11, 0830-1130 & 1230-1530 Little Hall, Quantico
27 Sep 11, 0830-1130 & 1230-1530 Conference Room M2 at the Pentagon Conference Center
28 Sep 11, 0830-1130 & 1230-1530 Gray Research Center Auditorium, Quantico

Training Opportunities

19-20 Apr 11, 0800-1600 Marine Corps Acculturation Program (MCAP) - Quantico, Museum, Trailer #2

To register go to: <http://hqmc03d.hqmc.usmc.mil/hromtrain.nsf>. For more information, call (703) 614-4111 or email smb.hqmc.arhb.trng@usmc.mil

HR, USA Staffing Training

HIRING MANAGERS BRIEFING

Audience: Supervisors of Civilian Marines

7 Apr 11	0800-0930	Quantico, Mann Hall, Rm 110a
7 Apr 11	1000-1130	Quantico, Mann Hall, Rm 110a
8 Apr 11	0800-0930	Quantico, Mann Hall, Rm 110a
8 Apr 11	1000-1130	Quantico, Mann Hall, Rm 110a

APPLICATION MANAGER

Audience: Civilian employees

7 Apr 11	1300-1400	Quantico, Mann Hall, Rm 110a
7 Apr 11	1430-1530	Quantico, Mann Hall, Rm 110a
8 Apr 11	1300-1400	Quantico, Mann Hall, Rm 110a
8 Apr 11	1430-1530	Quantico, Mann Hall, Rm 110a

Security Programs and Information Management Branch (ARS)

Personnel and Information Security

The Information and Personnel Security Helpdesk has relocated from the Navy Annex to the Pentagon. The helpdesk has reopened in the Pentagon, Room 2A288A. To contact the helpdesk please call (703) 614-3609.

Awards

Congratulations to Ms. Cuffee and Mr. L.D. White on receiving a Meritorious Day Off.

Passport/Visa

The Passport Office has relocated from the Navy Annex to the Pentagon. The new Pentagon location is Room 2A288B. Our office phone numbers remain the same (703) 614-1651/6574.

Communication Security

The EKMS Office has relocated from the Navy Annex to the Pentagon. They are now located in Pentagon, Room 2A288A. For further information contact Mr. Encarnacion, Mr. Perez or Ms. Velynn Saunders at (703) 614-2305/2154.

FOIA

The FOIA Office has relocated from the Navy Annex to Pentagon, Room 2A288B. Our office phone numbers remain the same (703) 614-4008.